

## Appendix 7

### Example Request for Smooth Tides/Water Levels Letter

TO: NOAA, National Ocean Service  
Chief, Requirements and Engineering Branch  
SSMC4, Station 6515, N/CS41  
1305 East-West Highway  
Silver Spring, MD 20910-3281

FROM: <Hydrographer>

SUBJECT: Request for Approved Tides/Water Levels

Please provide the following data:

1. Approved Tides/Water Level Note
2. Approved hourly heights for days of hydrography
3. Hourly heights on 3½-inch floppy disk.

Transmit the data to:

<Insert hydrographer's name and shipping address>

These data are required for the processing of hydrographic survey:

Project: OPR-xxxx-KR Registry Number: H-xxxxxx  
Sheet Letter: A Locality: xxxxxxxxxxxxxxxx

A progress Sketch or chartlet showing the survey area and Abstract of Times of Hydrography are attached.

Tide/water level data are required within 45 days of this receipt. If this schedule cannot be met, please advise the COTR at 301-713-2698 x114.

cc: COTR